

15 SEP 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Sensitive Document Control

REFERENCE: Your multiple addressee memo dtd 1 Sep 78,
same subject (ER 78-2534/1)

1. (C) As required in reference, I have had each of the offices and staffs in this directorate review its classified holdings to identify categories of material which may meet the criteria established in paragraph 3 of reference. Their holdings vary widely in size and substance and several offices have collections of data unique to their missions (e.g., OP's agent payroll, OP's locator file). In each case the control exercised appears to be commensurate with the sensitivity of the information, with access limited according to need-to-know. Where feasible the documents are being segregated.

2. (U) I am charging my office directors and staff chiefs to accomplish the following, with a deadline date of 1 November 1978:

a. Except as provided in b below, segregate all collateral Top Secret and other documents judged by my office directors to meet the criteria of paragraph 3 of reference, in specifically designated safes or vaults.

b. Where working requirements make segregation per paragraph a impracticable, identify the category of information, briefly describe the reasons why document segregation is impossible, and describe the alternate arrangements to protect the information.

c. For each collection of highly sensitive information, identify a custodian and alternate custodian who have been formally tasked to maintain continual control over the individual sensitive documents.

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d. Prepare written procedures governing access to all such collections of sensitive information.

e. In carrying out this document security program it is essential that we not destroy the integrity of our records systems and records schedules. This is a Records Management problem as well as a security problem and component Records Management Officers should be involved in the process from the outset. Please consult with Records Administration Branch, ISAS, to obtain appropriate guidance and instructions.

3. (U) Step e in this program is especially important. We have achieved much in recent years in the development of an orderly system of records in CIA, and have won the praise of the National Archives and Records Service (NARS) for our efforts. It is important that we not destroy these achievements in our pursuit of greater security for certain of our records. With your permission, I will take steps to call this aspect of the problem to the attention of the other Deputy Directors.

4. (C) There is another large collection of information for which this directorate has custodial responsibility. I speak, of course, of our Records Center at [] Here we store, for components of all Agency directorates, all kinds of documents including many which fall under compartmentation controls. Access is controlled by the "owners" of the records, which are released by Records Center personnel only after receipt of proper authorization. Our Records Center personnel have the necessary clearances to permit them to handle the materials stored there.

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/s/ J. F. Blake

John F. Blake

Recommendation in paragraph 3: APPROVED () DISAPPROVED ()

Deputy Director of Central Intelligence

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